



# Office 2007 Difference

## Interface Changes

Office 2007 programs have changed quite a bit in appearance; however, most of the features are still the same. The features, buttons, and tabs do have more of a 3D look and feel now though, and you will notice many bugs have been worked out as features have been enhanced. The most significant change is the organization of tools and commands. The following are descriptions of the major interface changes.

### Ribbon

Office 2003's interface included a complicated set of toolbars and menus. These have been replaced by the Ribbon. Instead of the old menu bar, which included the dropdown menus like File, Edit, View, Insert, Format, Tools, etc., the Ribbon (shown below) contains tabs and grouped commands.

### Tabs

Each tab corresponds to a task. For example, in Word, the Home tab contains the most commonly used writing tools, such as the font formatting options and style options. Additional tabs will appear in a program based on an action. For example, if you are working with a header or footer, the Header & Footer Tools tab will display. Such tabs are called contextual tabs.



Most Office 2007 programs also contain the Ribbon, with the first tab including commands for the key functions. The primary tab in Word, Excel, and PowerPoint is the Home tab. In Outlook, when you create a message or appointment, the Ribbon displays with the Message tab first.


### Groups

Groups are units of related commands (buttons, menus, dropdown lists, etc. They include each command needed for a certain task. The groups on the Excel Ribbon include Clipboard, Font, Alignment, Number, Styles, Cells, and Editing. The example below shows the Clipboard group circled, which includes the cut, copy, paste, and paintbrush commands (buttons).



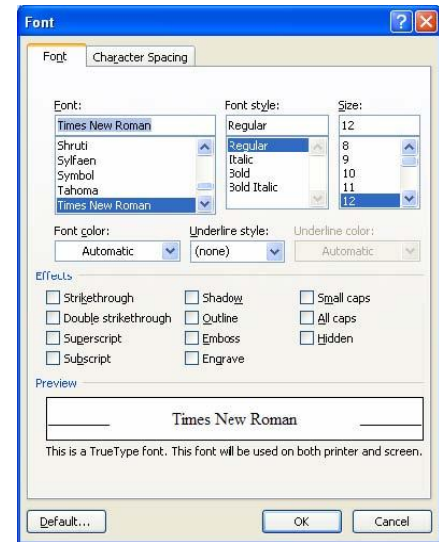
## Displaying Additional Options

Not all commands and tabs are visible when you first open the program. For example, the Picture Tools and Format tab appear only after you insert a picture. In essence, the Ribbon displays only the commands needed based on the current action.

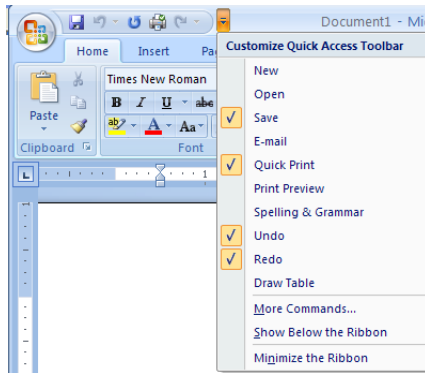
The small arrow  (Dialog Box Launcher) in the bottom right corner of a group indicates more available options for the group. Click the arrow to display a dialog box or task pane with additional commands.

For example, in many programs the Font group contains the most commonly used commands for font changes: commands to change the font type and size, etc. Clicking the arrow displays the Font dialog box (which some may recognize from previous Office programs) with additional options for you to choose from.

Compare this idea to the old Formatting toolbar that contained the most commonly used commands and the Format dropdown menu, from which you could choose to display the same Font dialog box.



## The Quick Access Toolbar



With the new Ribbon, you can still customize a toolbar to include all the buttons you use most often. The Quick Access Toolbar is comparable to the Standard toolbar in older versions of Office programs. To add or remove buttons, click the down arrow. When the Customize Quick Access Toolbar menu appears, select or deselect an option. (Checked options are already included in the Quick Access Toolbar.)

## Office Button

The Office Button displays a new menu that replaced the old File menu in previous versions of Word. This new menu shows icons next to the commands, letting new users associate the icons with the commands. Related options are now grouped together. For example, previous Office programs listed Save As and Save as Web Page separately. On the new menu, when you mouse over the Save As option, additional options appear.

